

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**June 19, 2024, 7:00 p.m.**  
**Crystal Lake Public Library, Ames Meeting Room**

**I. Call to Order:** The meeting of the Crystal Lake Public Library Board of Trustees was called to order by President William Weller at 7:00 p.m.

**II. Roll Call and declaration of quorum:**

**Present:** Bonita Drew (via Zoom), James Becker, Charles Ebann, Mary Fisher, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

**Absent:** None

**Staff Present:** Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Veronica Morales, Recording Secretary; Kriste Amherdt, Business Manager; Nancy Weber, Head of Adult Services; Penny Ramirez, Head of Technical Services; Dawn Dvorak, Head of Youth Services.

**It was moved by Trustee Waxler and seconded by William Weller to allow Trustee Drew to attend the meeting remotely.**

**Voice Vote: Aye-8; Nay- 0; Absent-0; Abstain- 1; Motion Passed.**

**III. Public Comment:** None

**IV. Board Development:**

Megan Smith, Adult Services Librarian, presented an overview of the seed library project. The initiative received a generous donation of \$5,000 from the Crystal Lake Library Foundation.

**V. Approval of minutes of previous meeting(s):**

**It was moved by Charles Ebann and seconded by Charles Stump to approve the minutes of the regular meeting of May 15, 2024, with the following corrections:**

- **Reflect the voice vote allowing Trustee Drew to attend remotely.**
- **Under XIII. Executive Session section, correct roll call to show Trustees Drew and Lorenz present and Trustees Fisher and Sisler absent.**

**Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.**

**VI. Committee and Board Member Reports:**

Minutes for the following Board committee meetings were included in the packet:

- Committee of the Whole, June 5, 2024

**VII. Financial Reports: It was moved by Cary Waxler and seconded by Charles Ebann to approve the FY 2024b Financial Report as of May 31, 2024.**

**Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.**

**VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$379,642.46, as follows:**

<b>FUND</b>		
<b>OPERATING</b>	101,008.03	
	239,215.18	(1)
<b>IMRF/FICA</b>	34,850.14	(2)
<b>CONSTRUCTION &amp; REPAIR</b>	1,306.30	
<b>SPECIAL RESERVE FUNDS</b>	2,240.00	
<b>GIFT &amp; MEMORIAL</b>	1,022.81	
<b>GRAND TOTAL</b>	<b>379,642.46</b>	

(1) Operating Total

(2) IMRF/FICA

**ROLL CALL:**

**Aye: Bonita Drew, James Becker, Charles Ebann, Mary Fisher, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.**

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**IX. Communications:**

Executive Director Fyolek shared with the Library Board news and communications received since the May 15, 2024, Board meeting, including:

- A District 47 article titled "Ashlee Tominey from CLPL Receives Distinguished Service Award for Partnership with Crystal Lake District 47" highlighting the library's collaboration with District 47.
- A Letter addressed to Executive Director Fyolek from the Secretary of State and State Librarian Alexi Giannoulis awarding CLPL Fiscal Year 2024 Public Library Per Capita grant in the amount of \$59,799.47.

- A letter addressed to Executive Director Fyolek from the City of Crystal Lake that a check has been issued for the impact fees that were remitted to the City on behalf of CLPL for the last fiscal year. The amount of the check is \$127,907.

**X. Board Action:**

**A. Non-Resident Fee – Annual review and decision on participation**

It was moved by Charles Stump and seconded by Rebecca Sisler to opt in on selling non-resident cards using the tax bill method for the period of July 1, 2024 to June 30, 2025.

**ROLL CALL:**

**Aye: Bonita Drew, James Becker, Charles Ebann, Mary Fisher, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.**

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**B. Annual Reports for FY 23/24**

**1. CLPL – Review**

The Board thoroughly discussed and reviewed the annual statistics for FY 2023-2024.

**2. Illinois Public Library Annual Report – Approval**

It was moved by Rebecca Sisler and seconded by Charles Ebann that

- this Illinois Public Library Annual Report (IPLAR) be filed in accordance with 75 ILCS 5/40-10
- the FY23/24 IPLAR is essential and correct
- the Executive Director, Board President and Board Secretary are authorized to execute the document
- the Executive Director is authorized to submit the FY23/24 IPLAR to the Illinois State Library

**Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.**

**C. Nominating Committee for 24/25 Officers – Appointment**

President Weller appointed a nominating committee consisting of Trustees Fisher and Drew to present a slate of officers to the Board at the July meeting.

**D. Contract with Shales McNutt, LLC**

**It was moved by Cary Waxler and seconded by Stacey Lorenz to approve the contract addendum with Shales McNutt, LLC for the sum of \$16,583 and to authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign the addendum.**

Trustee Lorenz inquired about the cost inclusions. Trustee Fisher noted that there had been an increase from the initial proposal. Assistant Director Migaldi explained that the original proposal did not account for the retaining wall at McHenry Avenue and Paddock Street. The estimated budget in the proposal includes the cost of both retaining walls and Shales McNutt's fees.

**ROLL CALL:**

**Aye: Bonita Drew, James Becker, Charles Ebann, Mary Fisher, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.**

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed**

**E. Policy Update – Patron Behavior and Volunteer Policies**

**It was moved by William Weller and seconded by Charles Ebann to approve the revised Patron Behavior and Volunteer Policies.**

**Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.**

**XI. Board Discussion**

Trustee Waxler shared with the Board that he had the opportunity to visit the Kansas City Public Library during his vacation.

Trustee Stump informed the Library Board that he attended an ILA trustee forum meeting. Additionally, he updated the Board on this year's annual Illinois Library Association conference scheduled to take place from October 8-10 in Peoria, IL. Registration for the conference opens on Monday, July 22, 2024, and Trustee Day is scheduled for Thursday, October 10. Trustee Stump also outlined the key topics planned for this year's conference sessions, which include:

- Core-Cultural Strategy: A Holistic Approach to Strategic Planning
- The Trustee's Role in Financial Oversight of the Library
- Being Prepared Leads to Effective and Efficient Board Meetings
- Empowering Trustees: Harnessing Compassion and Empathy in Library Policy-Making for a Flourishing Work Culture"

Trustee Drew deeply appreciated Mary Robison's thoughtful bag of books and Playaways during her recovery.

Trustee Lorenz requested an update on the electric vehicle charging stations. Executive Director Fyolek will follow up with the City.

Trustee Lorenz also inquired about the library sign. Executive Director Fyolek responded that she has a meeting scheduled with Katie Cowlin from the City to discuss.

Additionally, Trustee Lorenz requested an update on the Mobile Museum of Tolerance. Nancy Weber, Head of Adult Services, reported that a total 124 people attended.

- XII. Staff Reports:** Written reports from Executive Director, Adult Services, Circulation Services, IT/Technical Services, Marketing, Youth Services, and statistical reports were included in the packet.

President Weller inquired about the memory kits mentioned in the IT/Technical Services monthly report. Nancy Weber, Head of Adult Services, provided a brief overview of the kits.

President Weller also requested an update on the phone system. Penny Ramirez, Head of Technical Services, reported that a vendor has been selected and the new phones have been received.

Trustee Lorenz inquired about the IT technician hiring status. Executive Director Fyolek explained that the library currently has a contract with StratusComm for IT support.

Additionally, Trustee Lorenz commended Dawn Dvorak, Head of Youth Services, for securing a Dollar General grant.

**XIII. Adjournment**

**It was moved by James Becker and seconded by Chales Ebann to adjourn the meeting at 8:16 p.m.**

**Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.**

---

**Mary Fisher, Secretary**